



Maryland
Energy
Administration

Wes Moore, Governor
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Maryland Offshore Wind Workforce Training and Education Program Area of Interest 3: Internships Funding Opportunity Announcement (FOA) Fiscal Year 2024 Program

****THIS FOA IS FOR AREA OF INTEREST 3: OFFSHORE WIND INTERNSHIPS UNDER THE
FISCAL YEAR 2024 MARYLAND OFFSHORE WIND WORKFORCE TRAINING AND
EDUCATION PROGRAM****

Area of Interest (AOI) Description: The Maryland Energy Administration (MEA) is excited to announce AOI 3: Offshore Wind Internships of the Maryland Offshore Wind Workforce Training and Education Program (“the Program”) for Fiscal Year 2024. The Program provides **grant funding** on a **first come-first served and non-competitive basis** to support businesses, nonprofit organizations, academic institutions, and Maryland state governmental entities to hire interns to participate in organizational work in support of the offshore wind industry in Maryland and the United States.

Applications will be accepted on a first come-first serve basis until February 1, 2024 or until all program funding has been awarded.

Proposed internship opportunities must provide a direct benefit to Maryland’s offshore wind supply chain and workforce. Internships must provide interns with offshore wind industry related work experience, training, and/or education necessary for future employment in the industry. The purpose of the Program is to provide individuals with **paid** opportunities to gain experience in Maryland’s growing offshore wind industry, in both STEM and non-STEM career pathways. The Program is **intended to bolster the equity of the offshore wind industry in Maryland.**

To promote equity, organizations interested in the Program will be required to demonstrate how they are promoting the job opportunity to historically socially and economically disadvantaged communities.

For the purposes of the Program, the term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and

Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons otherwise adversely affected by persistent poverty or inequality.

MEA understands there are environmental impacts and climate risks that disproportionately impact historically disenfranchised groups and strongly encourages members of these groups to apply to the program.

Type of Program: First Come - First Served and Non-Competitive

Application Deadline: Applications will be accepted on a first come-first serve until 5:00 P.M. EST, Thursday, February 1, 2024 or until all program funding has been awarded, whichever occurs first.

Anticipated Funding: MEA anticipates \$500,000 for Fiscal Year 2024 is anticipated to be available for *AOI 3: Offshore Wind Internships* of the Program. Funding through the Program will reimburse employers for up to 75 percent of an intern's wage, up to \$10,000 annually per intern (\$5,000 for the first semester and \$5,000 for a subsequent semester). Employers may apply to support multiple internship positions; however, employers shall not receive reimbursement exceeding \$50,000 from the Program in FY 2024.

Note: Employers are responsible for contributing 25 percent of the total intern's wages and will only receive reimbursement up to 75 percent, or up to \$5,000. Total wages received by the intern **must** be equal to the current state minimum wage. Employers will be reimbursed for their 75 percent cost share **after** the internship has been completed and the employer has submitted all required reporting documentation under the Program.

Eligible Applicants: The Program is open to businesses, non-profit organizations, academic institutions, and Maryland state governmental entities.

Eligible Activities: Funds under AOI 3: Workforce Training are provided to awardees to offset the costs of hiring interns by providing a stipend for internships at the organization supporting the offshore wind industry in Maryland and the United States. Funding for the Program is limited to **intern wages**. Administrative costs are ineligible uses of grant funds.

Evaluation Criteria: In accordance with the information in this funding announcement, applications and supporting information will be used to determine applicants' eligibility for available Program funds. Applications will be evaluated on the following criteria, detailed in the Program's application package. Incomplete applications will not be considered and applicants who submit incomplete applications will be informed to resubmit their application in

accordance with the requirements set forth in this Funding Announcement and the corresponding application package.

Applications will be evaluated according to the following criteria:

Criterion	Description
Applicant Eligibility	<ul style="list-style-type: none">The applicant is an eligible entity for this program and has submitted a completed application.
Internship Job Scope	<ul style="list-style-type: none">The goals and objectives of the internship align with the goals and objectives of the Program to expand offshore wind workforce opportunities and engage Maryland residents, students and businesses in the offshore wind industry and growing domestic offshore wind supply chain. <p><i>To be eligible for funding, businesses must be registered and in good standing with the state of Maryland.</i></p>
Equity and Inclusion	<ul style="list-style-type: none">The applicant must demonstrate a marketing and outreach plan to inform members of historically disenfranchised and underserved communities about the internship opportunity. This may include reaching out to HBCUs or community organizations.The applicant includes a statement discussing their organization's approach to equity, and how this grant would further their equity goals in relation to the wind industryThe applicant discusses what they have done and plan to do to promote equity and inclusion in their wind industry work
Internship Work Plan	<ul style="list-style-type: none">The milestones and action items of the internship's work plan are realistic and feasible for the internship.The duties and responsibilities completed by the intern will be relevant for obtaining a career in the offshore wind industry.
Needs Assessment	<ul style="list-style-type: none">The applicant has provided justification for why an internship program at their organization would be beneficial to both the organization and intern.

Budget and Available Resources	<ul style="list-style-type: none"> • The applicant has provided sufficient financial evidence that the applicant will be able to implement the project with MEA funds and their required 25 percent cost share. • The applicant has provided a total project budget breaking down the intended use of MEA funds including but not limited to, administrative expenses, intern wages, and relevant office supplies and equipment.
Intern Supervisor/Mentor	<ul style="list-style-type: none"> • The applicant has identified staff member(s) who will serve as the supervisor and mentor for interns. • The applicant has demonstrated the identified staff is qualified to act as an intern supervisor and mentor. • The applicant has provided a breakdown of the duties and responsibilities of the supervisor and mentor, explaining how they will support the intern.

Review Process: Applications for Program funding will be accepted on a rolling basis and will be reviewed bi-monthly. Applicants will receive a notice of approval or denial within 90 days of submission. Applications will be evaluated on all evaluation criteria as detailed in this Funding Announcement.

Applications are reviewed for completeness. Complete applications are checked against the minimum criteria and if found to satisfy the criteria, Applicants will be notified of their application approval status.

Once approved for a grant award, MEA will issue a grant award indicating a one time payment after the date of the industry event. Please note that payment for all awards are issued by the Comptroller of Maryland and payment is anticipated to take 8-12 weeks. MEA recommends all program participants sign up for the [Comptroller's Electronic Fund Transfer \(ETF\) Program](#). Applicants must contact the Comptroller if there is any issue with their award payment.

Award Formula: MEA calculates grant awards as 75 percent of an intern's wage, up to \$10,000 annually per intern broken into \$5,000 for the first semester and \$5,000 for a subsequent semester. Applicants must contribute at least 25 percent of the interns wage as matching funds. Matching funds may include, but are not limited to, a finance/loan agreement, cash on hand, funds derived from a business line of credit, and/or other grant awards (state, federal, or private). Grants are subject to availability of program funding. Applicants may apply to support multiple internship positions; however, employers shall not receive reimbursement exceeding \$50,000 from the Program in FY 2024.

Partial Awards: Partial awards are possible under the Program. Grants are issued in the order they are received by MEA. If insufficient funds are available to fully fund a grant award, the applicant will be given the opportunity to accept or decline the partial grant. If the applicant agrees, then the internship opportunity will be partially funded with the available program funds. If the applicant declines, then the offer is made to the next approved internship opportunity in the order they are received and approved by MEA, until all program funding has been expended or all remaining applicants have rejected the offer.

Required Application Documents:

Applicants must complete a Maryland Offshore Wind Workforce Training and Education Program AOI 3: Offshore Wind Internships Application Form via the online application portal JotForm. **The application package must include the following components:**

1. Project Narrative	
The Project Narrative should provide a comprehensive overview of the proposed project and educational opportunities. Applicants should use the Project Narrative Template located on the Program’s webpage. The Project Narrative should be no more than 5 pages long and should include the following:	
Applicant Overview	The Applicant Overview should provide background into the organization, its operations, offshore wind work, and need for an intern.
Internship Job Description	Applicants should provide a comprehensive job description of the intern’s core duties and functions. The internship should include opportunities for interns to gain industry experience necessary for a career in the offshore wind industry.
Equity and Inclusion	Applicants should provide a marketing and outreach plan to inform members of historically disenfranchised and underserved communities about the internship opportunity. This may include reaching out to HBCUs or community organizations. <ul style="list-style-type: none">• The applicant should include a statement

	<p>discussing their organization's approach to equity, and how this grant would further their equity goals in relation to the wind industry</p> <ul style="list-style-type: none"> The applicant should discuss what they have done and plan to do to promote equity and inclusion in their wind industry work
Internship Work Plan	<p>The internship should include at least one substantive project for the intern to complete. Applicants should provide a Work Plan for the intern to complete the expected goals and action items throughout the internship. The Work Plan should include:</p> <ul style="list-style-type: none"> A list of goals and objectives of the internship, A list of action items and projects to be completed throughout the internship; and, A detailed and realistic timeline of the key milestones of the project and internship opportunity.
Intern Supervisor/Mentor	<p>Applicants must have an identified staff member to serve as the intern's Supervisor and Mentor during their internship. Applicants should include the roles, responsibilities, and qualifications of this staff member throughout the internship.</p>
2. Budget Narrative	
<p>The Project Budget should include details on total anticipated internship costs and how the applicant intends to use grant funds for interns and administrative expenses. It must include the following:</p>	
Total Project Budget	<p>The total project budget should be a breakdown of intended use of grant funds,</p>

	including, but not limited to intern wages, and necessary equipment and office supplies relevant for the intern to perform their job functions.
3. Certificate of Status	
Applicants must provide a certificate of status from the Maryland Department of Assessments and Taxation (SDAT) showing the applicant is in good standing with the State of Maryland. Certificates of status can be ordered online from SDAT.	
4. Business Ownership Documents	
Business applicants must provide documents that demonstrate which individual(s) own(s) and control(s) at least 51 percent of the business. These documents may include, but are not limited to, Articles of Incorporation, Corporate Charter, or Shareholder Reports.	
5. Personal Net Worth Attestation	
Business applicants must provide an attestation that they are an emerging business, pursuant to Md. Code Ann., State Gov't § 9-20C-01(e).	
6. IRS Form W-9	
Applicants must provide an Internal Revenue Service (IRS) Form W-9 for the Applicant Organization. The Applicant Organization name and address provided on the IRS Form W-9 must match the Applicant Organization name and address provided in the Application Form submitted through the online application portal. An IRS Form W-9 can be requested from the IRS.	

Submission Instructions: The Program uses an online application portal, JotForm, that all applicants must use to submit grant applications. The online application portal is accessible through MEA's website and here. MEA will not consider incomplete applications.

Questions: Interested applicants may submit questions, comments, concerns and/or suggestions to the following MEA staff members:

Primary

Emma Stoney,
Energy Program Manager
Wind and Water Program
Maryland Energy Administration

Alternate

Samuel Beirne
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Wind and Water Program
Maryland Energy Administration

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410-832-1605

wind.mea@maryland.gov
410-537-4000

Attachment A

Eligibility Requirements

Eligible Employers

Employers applying to receive funding support from the Program must:

- Submit an Application along with a paid internship position description for review and approval.
- Be located in Maryland.
- Be a business, non-profit, or a state and local agency offering an internship in support of the offshore wind industry.
- Employ an intern who meets the Program funding eligibility below.
- Participate in an online orientation and complete a short post-internship survey.

Important note:

- If approved for Program funding, employers may be reimbursed up to 75 percent of an intern's wages and up to \$10,000 annually per intern, up to \$5,000 for the first semester and \$5,000 for subsequent semester

Eligible Internship Positions

Employers must submit an internship description for review and approval by MEA Program administrators.

Eligible internship positions must:

- Have an identified staff member who serves as the intern's supervisor and mentor.
- Provide a physical work-space in Maryland even if the intern is not required to come into the office.
- Include a substantive project for the intern.
- Provide a minimum of 120 hours of work per semester (over 8-15 weeks in the fall, winter, spring, or summer).
- Employers are responsible for contributing 75% of the total intern's wages. Wages must be equal to the current state minimum wage. Employers will be reimbursed for their 75% cost share **after** the internship has been completed and the employer has submitted all required reporting documentation under the Program.

Important note: If an employer has already selected an eligible candidate for an internship position and the intern has just started (2 weeks or less) or has not yet begun, the employer

may still apply for Program funding. The employer does not need to re-advertise the position but is still requested to submit a description of the internship opportunity for review.

Eligible Intern Hires

Employers seeking Program support must employ an intern who meets one of the four descriptions below:

- Current college student, with a cumulative GPA of 2.5 or above, who is attending a Maryland higher education institution.
- Current college student, with a cumulative GPA of 2.5 or above, who is a Maryland high school graduate attending a higher education institution outside of Maryland.
- Graduate (within 24 months) of a Maryland higher education institution.